



## Student Transfer Arrangements - Information Sheet

The College recognises the value of recognising the achievements prior to studies; including qualification success, experiential learning, work and career experiences and the part achievement of units and credit from other institutions.

We therefore seek to support students both transferring in and out of the institution by providing recognition for these achievements and learning.

The guiding principles in undertaking this work are;

- Advice and guidance to be available through the process.
- Assist students in obtaining and providing accreditation of any prior learning.
- Ensure any accreditation does not undermine the academic standards of the course nor inhibit students' ability to achieve.
- In achieving the above principle, support the professional judgement of curriculum leads and admissions teams, in any final judgements made, as paramount.

In administering these arrangements, the College will apply existing College policy such as the Admissions Policy and Assessment Regulations, which includes details of APL/RPL, highlighted in this document. These are available to existing and prospective students via the College website.

### Transfer from other institutions

The eligibility of a student to transfer from another Higher Education Institution to a programme of study at Heart of Worcestershire College is determined by the entry criteria for the programme and the timing of the request to transfer.

Students who wish to transfer to a programme at Heart of Worcestershire College should contact the College's Admissions Team [headmissions@howcollege.ac.uk](mailto:headmissions@howcollege.ac.uk) who will advise the student on the process for application (which may be via UCAS or direct application).

Prior to formalising a transfer, students will need to consider any implications and consequences from the transfer, as transferring to a different institution may have implications on student loan arrangements.

When examining any transfer request or application from students, independently or as sponsored by a forwarding institution, we will endeavour to make a timely decision as to whether an offer of a place can be made. Staff will assess the comparative nature of the content, level of study, specific learning outcomes, academic standards and credit value. In some instances, there may be acknowledgement of evidenced work experience or project-based learning.

Subject to meeting any programme-specific requirements, and in line with validating institutions and awarding body protocols, students may be allowed to transfer from a point on an external programme, to a point deemed to be equivalent on another course within the College.

The College reserves the right to assess evidence independently and supports the professional judgement of its staff, in determining the equivalence of curriculum content and credit value. We will uphold and maintain our discretion in this judgement.

Where the applicant has disclosed a disability, an assessment of reasonable adjustments specific to the nature of the College or the programme the applicant is transferring to, will be considered.

### **Transfer between programmes**

Students wishing to transfer between Heart of Worcestershire College programmes leading to different awards, should contact the relevant curriculum lead for that area, or contact the College Careers Service/College Admissions Team. Where programmes contain identical academic modules, (including the same awarding body), any such modules completed on the original programme will be directly transferred to the student's new programme as 'Credit Transfer'. Other modules may be considered through AP(E)L procedures.

Subject to meeting any programme-specific requirements, and in line with validating institutions and awarding body protocols and the timing of the request to transfer students may be allowed to transfer to a point deemed to be equivalent on another course within the College.

The College reserves the right to determine the suitability of the candidate and their ability to transfer across programmes. In reviewing this transfer request, admissions staff will review any previous application forms and entry criteria to ensure these meet any requirements of the receiving course. Staff will review the studied curriculum content, rates of attendance and attainment, and the credit value of any achieved units in any final decision.

Where the applicant has disclosed a disability, an assessment of reasonable adjustments specific to the nature of the College or the programme the applicant is transferring to, will be considered.

### **Transferring out to another registered provider**

Students who are currently studying at Heart of Worcestershire College and who wish to transfer to another Higher Education Institution should contact the institution they wish to transfer to seek advice on transferring first.

Where students wish to seek to investigate the ability to transfer to any external institutions, the College will;

- Offer advice and guidance in relation to career progression and the application process.
- Provide students with a record of attainment in their studies, including accreditation for any fully completed years of study or modules/units. This will be in line with awarding body and validating partner regulations for unit, module and year of study accreditation.
- Where required, provide students with a reference, with details of any project -based study or work experience undertaken.
- Where relevant, make contact with links at validating partners, to assist with course information and where suitable the application process.

Please contact Data Support or Exams [mis@howcollege.ac.uk](mailto:mis@howcollege.ac.uk) or [exams@howcollege.ac.uk](mailto:exams@howcollege.ac.uk) for any further procedural guidance regarding internal transfers.